

The screenshot shows the GlobalLink Term Manager interface. At the top, there are navigation tabs for Home, Term List, and Workflow Submissions. Below this is a search bar and a 'Filters' section. The main area is divided into two panels: 'Project List' and 'Details'.

Project List

Project	Project Code	Term Entries	Languages	Terms	Approved Terms	Blacklisted Terms	Terms In Submission	Active Submissions	Completed Submissions	
Project A	PRO000001	29	5	55	34	0	20	0	0	Jul. 02, 2014 13:44

Details

Language	Terms	Approved Terms	Blacklisted Terms	Terms In Submission	Active Submissions	Completed Submissions	
Chinese (China)	0	0	0	0	0	0	Jul. 06, 2014 15:59
English (United States)	29	29	0	0	0	0	Jul. 02, 2014 12:59
French (France)	0	0	0	0	0	0	Jul. 06, 2014 15:59
German (Germany)	26	5	0	20	0	0	Jul. 02, 2014 13:44
Portuguese (Brazil)	0	0	0	0	0	0	Jul. 06, 2014 15:59

Opening Term List

1. In the Home folder, select a Project in the Project List panel.
2. Click the language in the Details panel for which you want to add a new term or translation. The terms in that language will appear in the target column of the Term List folder.

Note: Ensure that the Source Language is set in User Preferences. To view or change default language preferences, click the username dropdown list on the top right-hand corner, click **Preferences > Application** tab.

Searching Terms

To complete a simple search:

1. Enter a search string and press **Enter** or click .
2. Select a **Source Language** from the drop-down list.
3. Select one or more **Target Languages** from the drop-down list.
4. Select the languages to **Hide blanks**.

This search parameter hides untranslated terms in the selected language.

To add more filters and update languages, use the advanced filter:

1. Click  to view advanced filters.
2. In the **Filters** panel, select **Term** from the drop down list.
3. Enter the text to be searched.
4. Select **Default Text Search** or **Whole words only** from the drop-down list.

The Default Text Search allows for partial word matches.

The Whole words only option yields any whole word in the search.
5. Click  or press **Enter** to apply the search string filter.
6. Click the orange box to view all the **filter(s) applied** and adjust filter parameters.
7. Click the **Filters** drop-down list on the left to add other filter parameters such as **Status**, **Creation Date**, **Modification Date**, **Hide blanks**, **Creation User**, and **Modification User**.
8. Click the column header, such as Language, Status, Modification Date, and Modification User, to further sort the Term List according to column.

The screenshot shows the search and filter interface. At the top, there is a search bar with the text 'technology'. Below it, there are two dropdown menus: 'Source Language' (set to English (United States)) and 'Target Languages' (with German (Germany) selected). There is also a 'Hide blanks' dropdown menu.

The 'Filters' section shows 'Term' selected with the search string 'technology'. A dropdown menu for search options shows 'Default Text Search' selected. An orange box indicates '4 filter(s) applied'.

The advanced filter panel shows the following settings:

- Project: Testproject
- Source: English (United States)
- Target: German (Germany)
- Search In: TERM
- Include: SOURCE, TARGET
- Hide blanks: German (Germany)
- Term: technology using Default Text Search

The 'Filters' dropdown menu is open, showing options: Status, Creation Date, Modification Date, Hide blanks, Creation User, and Modification User.

The 'Term List' table below shows the results of the search:

	English (United States) - Source			German (Germany)			Creation Date	Creation User	Project Name		
	Term	modificationUser		Term	modificationUser						
<input type="checkbox"/>	technology	✓	2016-01-27	superuser	Technologie	✓	2016-01-27	superuser	2016-01-27	superuser	Testproject